



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWSP OPERATIONS MEMO

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PRIORITY: Medium

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**SUBJECT: CHILD CARE RESOURCE AND REFERRAL (CCRR) GRANTS FOR
START-UP AND EXPANSION (JANUARY 1, 2000 - DECEMBER 31, 2001).**

PURPOSE

This memo describes the role county departments and tribes, W-2 agencies, and Job Centers may play in planning for the use of new child care grants funding. Planning will take place soon for \$3,400,000 of grants funding included in 1999 Wisconsin Act 9. The DES Office of Child Care will be distributing these funds to the 17 Child Care Resource and Referral agencies through an application and grant agreement process. CCRRs can use up to an additional \$600,000 for administration of the grants program.

All CCRR Agencies will develop a plan in collaboration with local agencies to distribute grants.

BACKGROUND

CCRRs will award grants for:

1. Enhancement of needed services in their service delivery area for providers serving children receiving a subsidy.
2. Development of sick child care.
3. Grants to providers who hire a current or former W-2 Participant.
4. Funding for start-up expansion, retention, and quality improvement.

At least 75% of the funds must be spent for the first, three purposes. Funds used for sick child care will require a 25% match.

The Office of Child Care (OCC) has asked all CCRRs to convene single or multi-county child care grants team to develop a grants plan, review progress, and redesign as need. Team members includes representatives from county and tribal human service or social service departments, W-2 and Job Center agency if different from the county agency, licensing, Wisconsin Child Care Improvement Project, public health agency, and other local staff. Following the development of the grants plan, OCC is requesting that the representatives on the team provide a letter of agreement or approval signatures for the plan itself. The plan is due to the OCC by February 29, 2000.

Attached are detailed instructions for the Child Care Grants Program, a listing of CCRR Agencies, and allocation information.

INSTRUCTIONS FOR CHILD CARE RESOURCE AND REFERRAL ACTIVITIES GRANTS FOR CHILD CARE PROGRAM START-UP AND EXPANSION

PROVIDER GRANTS

The Child Care Resource and Referral (CCRR) Agencies will develop a process to distribute provider grants by promoting the programs, distributing proposals, coordinating proposal reviews, and monitoring implementation through site visits and provider reports.

The CCRR will be the first point of contact for a potential child care provider interested in a grant.

USE OF FUNDING FOR LOCAL GRANTS

CCRRs will award grants for the following purposes:

1. Enhancement of needed services in their service delivery areas for providers serving children receiving a subsidy;
2. Development of sick child care;
3. Grants to providers who hire a current or former W-2 participant; and,
4. Funding for start-up expansion, retention, and quality improvement.

A profile number is assigned for local grants funds. Up to fifteen percent of the total funding can be used for grants administration. Of the remaining amount, up to 75 percent may be used for the first three purposes listed above.

There is a 25% match requirement (in-kind or dollars) for the awarded sick child care funds. Either the CCRR agency or grantee may provide the match. Although no match profile for sick child care is assigned, the match is to be reported on the monthly CARS expenditure report.

Activities must include:

1. To develop a grants plan, review progress, and redesign as needed, convening local child care grants teams, making a "good faith" effort to invite representatives from:
 - a. county and tribal human service or social service department
 - b. W-2 and Job Center agency if different from the county agency
 - c. licensing
 - d. Wisconsin Child Care Improvement Project (WCCIP)
 - e. public health agency representative
 - f. other local agencies

A single grants team may be convened for two or more counties, provided all counties are represented.

2. Preparing an explanation of the need for sick care as defined your planning group(s) for each county and tribe within your service delivery area for the Office of Child Care (OCC). Funds may be used for such purposes as delivery of home health services to child care programs or helping providers organize a system of care exchange among themselves.
3. Preparing a written Plan for Grants to be developed and/or reviewed by representatives mentioned in Activity 1 for child care programs based on current and anticipated child care needs and on assessment of existing, available services. Include a plan for monitoring grantees. Where possible, include licensors and a WCCIP consultant on grant review teams and administrative reviews, and as part of monitoring activities. Submit the plan to the Office of Child Care by February 29, 2000. Include either letters of agreement or approval signatures on the plan from representatives of the W-2 and Job Center agency, the county or tribal child care contact, the licensor from the day care licensing unit, WCCIP, and other team members.

4. Awarding grants to purchase training, technical assistance, or resources for child care providers, potential providers, and agencies or individuals. Use at least 85 percent of the funds for such grants or purchases. Grants may be for development, consultation, training, technical assistance, and other supportive services, which will sustain or increase capacity for families receiving a subsidy, the development of sick child care, and the employment of current and former W-2 clients.
5. Meeting with the child care contact for each county/tribe on a regular basis.
6. Obligating some or all of the local grant funds by awarding grants no later than August 1, 2000. **The entire local grant funds must be obligated no later than July 1, 2001.**

Grant periods for local grants awarded by CCRRs must end no later than October 30, 2001, and grant funds must be spent by grantees by that time.

Activities may also include:

1. Purchasing training and technical assistance for providers. In addition, other innovative approaches to meeting the intent of this grant agreement may be proposed for approval by OCC.
2. Using up to 15 percent of funds for administration and planning of grants.
3. Sub-contracting some of all of the local grants administration duties to another organizations, such as a neighboring CCRR, a Jobs Center, a county human service department, or a local United Way agency.

ELIGIBILITY FOR GRANTEES

Eligible grantees who are child care providers or potential providers must:

1. Not have any serious licensing violations in the past year, as identified by the DHFS Bureau of Regulations and Licensing, unless the Bureau of Regulations and Licensing recommends funding for the program. Serious enforcement actions are defined as actions by the Bureau of Regulation and Licensing causing surrender of license due to threat of revocation, significant conditions placed on license, license denial or non - renewal, second provisional license issued, license revocation, forfeiture, referral to law enforcement, emergency closing or determination by the Bureau of a serious violation.
2. Must have applied for certificate or license prior to receiving grant funds, if seeking certification or licensure, or currently be working with a licensor or pre-licensing consultant. CCRRs have the option of selecting one or both of these criteria.
3. Demonstrate the capability of providing a 25 percent match, either cash or in-kind for sick child care only.

GRANT AWARD PROCEDURES

CCRRs may propose more restrictive procedures and requirements than the following, as long as they are consistently applied to all grantees. However, grant procedures should be as simple as possible while maintaining accountability for use of funds and focusing on service.

1. Grants of \$25,000 or More:
 - a. Affirmative Action Plan required if grant is over \$25,000 and organization has 25 or more employees.
 - b. Competitive RFP Process **or** Sole Source Grant: a sole source grant can be awarded without competition when the CCRR can justify that competition does not exist.
 - c. Audit Required.
2. Grants of \$10,000 - \$24,999 use either:
 - a. Competitive RFP Process; **or**
 - b. Sole Source Grant: a sole source grant can be awarded without competition when the

CCRR can justify that competition does not exist.

3. Grants under \$10,000 use either:
 - a. Competitive RFP; **or**
 - b. Sole Source; **or**
 - c. Simplified application process. An application is issued to all organizations, which potentially meet the eligibility requirements. The grants (or equipment and materials which are to be granted) are awarded to all applicants who apply and meet the eligibility requirements. Review of applications can be an internal administrative review.
4. Mini - Grant to All Eligible Grantees of \$1000 or less.

No formal RFP or application would be required, if CCRR can justify that there is no need for competition. Provide written information, available to all interested parties, with clear guidelines for grants and specified uses of funds. Confirm use of funds, such as requiring receipts for purchases. Equipment and materials may be purchased by the CCRR and given or loaned to providers. All grants should be awarded based on documentation of expenditures to assure appropriate use of funds.

5. Open Ended Deadline for Applications.
 - a. An application issued to all organizations, which potentially meet the eligibility requirements. The grants (or equipment and materials which are to be granted) are awarded to all applicants who apply and meet the eligibility requirements. Review of applications can be an internal administrative review.
 - b. Applications for grants are awarded until all available funds are gone.

GRANT LIMITS BY TYPE OF CARE – CCRR MAY ESTABLISH A LIMIT

1. Certified Family Child Care. Grants up to \$1000 per provider. See Section B.
2. Licensed Family Child Care. Grants of up to \$2,000.
3. Centers. No state limitation.
4. CCRRs can set limits below or above the limits set in Items E.1 and E.2 for programs doing sick child care as long as they are consistently applied to all grantees.

LIMITATIONS ON USE OF FUNDS

1. Grant funds may not be expended for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility. Funds may be expended for minor remodeling, and for upgrading facilities to meet licensing standards. Minor remodeling is defined as a remodeling project costing \$10,000 or less. For sectarian agencies or organizations, minor remodeling is limited to projects necessary to bring the facility into compliance with basic health and safety requirements.
2. Grants funds may not be used for adult furniture, drapes, computers, copy machines, or out-of-state-travel.
3. No grant funds may be expended for any sectarian purpose or activity, including sectarian worship or instruction.

REPAYMENT

Repayment of cash grants, or return or transfer of equipment to another program is required if the grantee stops providing care within three years of the grant award. A repayment schedule for cash grants similar to the following must be used. If the grantee stops providing the child care service for which the grant was awarded:

1. Prior to one year from the start of the grant period, 100 percent of the grant award amount will be repaid.
2. More than one year but less than two years from the start of the grant period, 66 percent of the grant award amount will be repaid.
3. More than two years but less than three years from the start of the grant period, 33 percent of the grant award amount will be repaid.

Grantees must be notified of repayment and match requirements in RFP's or other grant announcements and /or in grant agreements or award letters. CCRRs will issue an initial request for repayment. If a repayment is not made, the grantee's name and grant history will be referred to OCC for collection by DWD.

GRANT AGREEMENTS

Grant agreements, which are similar to the Office of Child Care sample grant agreement must be used for grants of \$5,000 or more. Smaller grants may use an abbreviated agreement, such as the sample Office of Child Care family child care agreement. Grants of less than \$1,000 may be awarded using a brief letter of agreement. All grant agreements and letters must include language regarding nondiscrimination in hiring and enrollment and a statement of debarment.

CCRR REPORTING & SUBMISSIONS TO THE OFFICE OF CHILD CARE

1. Applications for CCRR Operational funds are due by September 15, 1999. The application requires completion of the budgetary forms and acceptance of the Assurances.
2. The Plan for Grants to Be Awarded is due by February 29, 2000. Grant funds should not be expended until the Office of Child Care has reviewed and approved the plan.
3. Submit draft of RFP's grant announcements, bid specifications, reader and rating scales, and monitoring plan at least two weeks prior to the time the material will be issued locally.
4. Submit list of potential grantees, grant amounts, ratings, and type and amount of service by each grantee, draft grant agreements or award letters at least one week prior to the time the CCRR plans to issue the award and rejection notifications.
5. Quarterly Reports on Local Grant and Referral/Development activities are due in the Office of Child Care by April 17, 2000 and 2001, July 17, 2000 and 2001, October 16, 2000 and 2001, and January 20, 2001 and 2002, along with the regular CCRR quarterly reports. The CCRR Program Final Reports are due January 2001 and January 2002.)
6. Local grants and match for sick child care will be reported on a separate CARS report from CCRR operations.